PUSHOR MITCHELL - HUMAN RESOURCES COORDINATOR

Who we are:

Pushor Mitchell LLP is a full-service law firm located in Kelowna, British Columbia. We are the largest firm outside the lower mainland, with a team of some of the region's most skilled and talented legal professionals, including more than 35 lawyers and over 100 staff. Providing advice and legal services across a diverse range of practice areas, our firm delivers relationship-driven legal excellence for all our clients' needs. Our core values include our commitment to our community, and we proudly support a number of charitable, cultural, and professional organizations throughout the Okanagan. We recognize that it is our committed and capable team that enables us to provide exceptional service to our clients and makes Pushor Mitchell LLP the highly regarded firm that it is today.

Who you are:

You're a skilled professional who values excellent client service and you pride yourself on delivering high quality work. You thrive in a collaborative environment and are continually seeking to learn and grow. You enjoy working with a team of dedicated professionals who share the common goal of making a positive contribution to our community.

Job Purpose:

Reporting to the Human Resources Director, the Human Resources Coordinator plays a key role in the firm and is responsible for supporting and coordinating a wide range of People & Culture activities and programs.

Key Responsibilities:

- Support HR Director in all areas of HR including employee relations, full cycle recruitment, onboarding, offboarding, compensation, performance management, training and development, policy and procedures, change management, health and safety, and recognition initiatives.
- Manage full cycle recruitment for a variety of position vacancies, including drafting job descriptions, screening and interviewing candidates for entry level, professional and technical jobs, coordinating the offer process and onboarding preparations.
- Facilitate onboarding and orientation training for all new hires to ensure a positive and engaging employee experience.
- Support and coordinate performance management programs including the review process, performance development plans, employee engagement surveys and tracking HR metrics.
- Assist HR Director in identifying training and development needs through job analysis, and regular consultation with senior support staff, lawyers, and management.
- Work closely with key stakeholders to help build and develop learning opportunities to leverage internal promotions and growth programs.
- Coordinate, schedule and monitor the delivery and attendance of training and development programs to ensure it aligns with the firm's overall training strategy.
- Maintain accurate records including, but not limited to, developing, documenting, and updating employee personnel files.

- Under the direction of the HR Director, provide clarity and guidance on the applications of firm policies and procedures, applicable workplace legislation, and general practices to promote a productive and respectful workplace.
- Work collaboratively with the HR team to ensure communication and processes across all departments and teams are delivered consistently and seamlessly.
- Other duties as assigned.

Requirements:

- Bachelor's degree in Business Administration with a specialization in Human Resources is an asset, or an acceptable combination of education and experience.
- 2-3 years' Human Resources experience preferably in a professional services industry.
- Previous experience with full cycle recruitment, and onboarding procedures.
- Excellent computer and administrative skills with exceptional accuracy and attention to detail.
- Positive and professional attitude with a collaborative working style and effective communication skills.
- Highly capable of always maintaining strict confidentiality.
- Strong organizational and time management skills.
- Able to work independently and in a team environment.
- CPHR designation is considered an asset.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Job Type: Full Time

Salary: $50,000 - $60,000 annually

Please submit all applications to recruitment@pushormitchell.com

Location: In-Office, Kelowna, BC